



CALTRANS HEAVY EQUIPMENT MECHANIC
LEADWORKER
DEPARTMENTAL PROMOTIONAL
FINAL FILING DATE: JUNE 29, 2006

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

WHO MAY APPLY	COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the Department of Transportation by the final filing date.					
HOW TO APPLY	<p>Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE and personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL <u>NOT</u> BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</p> <table><tr><td>FILE BY MAIL:</td><td>Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</td><td>FILE IN PERSON:</td><td>Department of Transportation 1727 30th Street, 1st Floor Sacramento, CA 95816 (916) 227-4788</td></tr></table> <p>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.</p>		FILE BY MAIL:	Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	FILE IN PERSON:	Department of Transportation 1727 30 th Street, 1 st Floor Sacramento, CA 95816 (916) 227-4788
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REASONABLE ACCOMMODATION	<p>If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.</p> <p>DRUG TESTING REQUIREMENT/DISQUALIFICATION: To be successful in this examination, you will be required to be tested by urinalysis for the use of illegally obtained drugs. If you fail the drug test, you will be disqualified from this examination and from any future examinations for this or any other State civil service class for which drug testing is required until one year has elapsed from the date the drug test specimen was given. If you fail the drug test because of a drug for which possession would constitute a felony offense under Health and Safety Code Division 10, beginning at Section 11000, you will be disqualified from any future examinations for State civil service peace officer classes for 10 years from the date the test specimen was given.</p>					
SALARY RANGE	\$3837 - \$4212					
WRITTEN TEST DATE	The written test is scheduled for AUGUST 26, 2006.					
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.					
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p>NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>					
MINIMUM QUALIFICATIONS	<p>Either I</p> <p>Experience: Two years' experience comparable to a Caltrans Heavy Equipment Mechanic in the California state service.</p> <p>Or II</p> <p>Experience: Five years' experience as a journey person mechanic, at least two years of which shall have been within the last five years. (This time limitation is extended for a period equivalent to that spent in recognized military service during the last five years.) Two years of the five total years of experience shall have been spent in major repair and construction of gasoline- and diesel- powered highway maintenance and construction equipment. (Experience in the California state service applied toward this requirement must include at least two years' experience comparable to a Caltrans Heavy Equipment Mechanic. Experience outside of California state service used to meet this requirement must be comparable in level to two years as a Caltrans Heavy Equipment Mechanic in the California state service.)</p>					
ADDITIONAL DESIRABLE QUALIFICATIONS	A valid Class A or Class B driver license. Education equivalent to completion of the 12th grade.					

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

CALTRANS HEAVY EQUIPMENT MECHANIC LEADWORKER EXAM CODE: 6TR59		BULLETIN RELEASE DATE: 06/08/06 AS/LS FINAL FILING DATE: JUNE 29, 2006	
POSITION DESCRIPTION	Under direction, incumbents typically perform difficult work or coordinate the repair or assembly of Caltrans' mobile equipment in shop locations; establish work priorities; promote shop safety; make decisions regarding difficult mechanical problems related to the construction, repair and maintenance of automotive and highway maintenance and construction equipment; may act in a lead capacity in assigning tasks, giving instructions, making recommendations regarding training needs, and may be asked to provide input to supervisors on the work performance of mechanics, machinists, apprentices, fusion welders, helpers and other workers; may act as advisor and provide direction for apprentices in the Heavy Equipment Mechanic Apprentice Program; analyze complex mechanical, hydraulic and electronic problems; input and retrieve data from the Equipment Management System (EMS) on main frame and personal computers; monitor hazardous waste storage areas and time intervals for handling and disposal; may serve as a trainer at the Motorized Equipment Training Academy (META) in Headquarters or field shops; and do other related work.		
EXAMINATION INFORMATION	This examination will consist of a (written test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.		
WRITTEN TEST – WEIGHTED 100%			
Scope:			
A. Knowledge of:			
1. Methods, materials, tools and equipment used in construction, assembly, overhaul, repair and adjustment of gas- and diesel-powered trucks, heavy construction and maintenance equipment.			
2. Operating characteristics of heavy construction and maintenance equipment and gas- and diesel-powered trucks.			
3. Basic occupational safety and health work practices to protect their own safety and health and the safety and health of others.			
4. Construction, operation and repair of automobiles, trucks, tractors, loaders, graders, personnel hoists, hydraulic cranes, snowplows, pumps, motors, and other equipment used in the construction and maintenance of highways.			
5. Methods, materials, tools, machines and shop equipment used to construct, repair and adjust highway construction and maintenance equipment.			
6. Laws and regulations pertaining to the construction, operation and repair of highway construction and maintenance equipment, such as smog control and hazardous waste disposal.			
7. Computer systems and electronic data collection systems and programs adequate to be successful in learning the Equipment Management System (EMS).			
8. Requirements of air quality programs.			
9. Basic occupational safety and health regulations contained in Title 8 Industrial Relations, General Industry Safety Orders, and safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program, including requirements of the Personal Protective Equipment (PPE) Program, the Hearing Protection Program, the Hazardous Materials Communications Program, the Respiratory Protection Policy.			
10. Industry preventive maintenance concepts.			
11. The Department's Preventive Maintenance (PM) Program			
B. Ability to:			
1. Communicate effectively as required for successful job performance.			
2. Fabricate, diagnose, repair and make adjustments to various equipment and systems (e.g., heavy construction and maintenance equipment, gas- and diesel-powered trucks and electronics systems).			
3. Install and test pumps, motors and similar equipment.			
4. Perform welding.			
5. Estimate repair costs.			
6. Work from drawings and sketches and make sketches of broken parts for replacement; make repairs in the field without supervision.			
7. Learn the operation of the computer system used for the Equipment Management System (EMS).			
8. Work independently.			
9. Determine the condition of highway equipment and estimate the time and cost of repairs.			
10. Establish realistic completion dates.			
11. Communicate effectively at a level required for successful job performance, including effectively communicating technical instructions and providing on-the-job training to skilled technicians and communicating effectively with the functional units, supervisors and the public.			
12. Prioritize and schedule work in cooperation with the functional units to best meet their needs.			
13. Operate computer equipment, shop equipment and test equipment to diagnose electronic fuel injection systems and computer-controlled engine components.			
14. Plan and coordinate the work of other staff.			
15. Act in a lead person capacity; read, interpret and work from plans, drawings and specifications; analyze situations accurately and take effective action.			
16. Apply laws and regulations pertaining to the construction, operation and repair of highway construction and maintenance equipment, such as smog control, Biennial Inspection of Terminals and hazardous waste disposal.			
17. Use tact and good judgment in directing highway equipment construction, repair and maintenance.			
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Transportation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.		
CAREER CREDITS	Career credits are not granted in promotional examinations.		
VETERANS PREFERENCE POINTS	Veteran's preference points are not granted in promotional examinations.		

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916)227-4788, three business days prior to the written test date if he/she has not received his/her notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 498-7858 or TTY (916) 227-7857 / Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.